Chapter 2

SUPPLY FUNCTIONS

The primary. mission of the Navy supply system is to support the material needs of the Navy. The system itself is composed of a group of activities which furnish most of the materials required to meet the supply needs of ships and ashore installations. To achieve its objective of meeting the supply needs of the Navy, the system is responsible for the procurement, distribution, inventory control, and stowing of materials.

It is important for Religious Program Specialists (RPs) to become familiar with the Navy's supply system in order to enable them to meet the requirements of this system for obtaining the necessary support for the Command Religious Program (CRP).

Procurement of ecclesiastical material or supplies in support of the CRP is handled through normal Navy and Marine Corps supply channels. The RP will play an important role in the procurement of these materials. It is imperative that the RP knows what material is authorized, where it is obtained, the forms used in procurement, and the correct preparation of these forms.

NATIONAL STOCK NUMBER

The RP must become familiar with and understand certain terms in order to properly use the Navy's supply system. The National Stock Number (NSN) is one such term. An NSN is a 13-digit stock number assigned by the Defense Logistics Services Center (DLSC), Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States. It consists of a 4-digit Federal Supply Classification (FSC) number, and a 9-digit National Item Identification Number (NIIN). The FSC consists of a 2-digit FSC Group followed by a 2-digit FSC Class, and the NIIN consists of a 2-digit National Codification Bureau (NCB) Code number and 7 digits which, in conjunction with the NCB Code, uniquely identify each NSN item in the Federal Supply Distribution System. For example, the NSN, 9925-00-639-8664, for a "Candlelighter and Snuffer" is illustrated below.
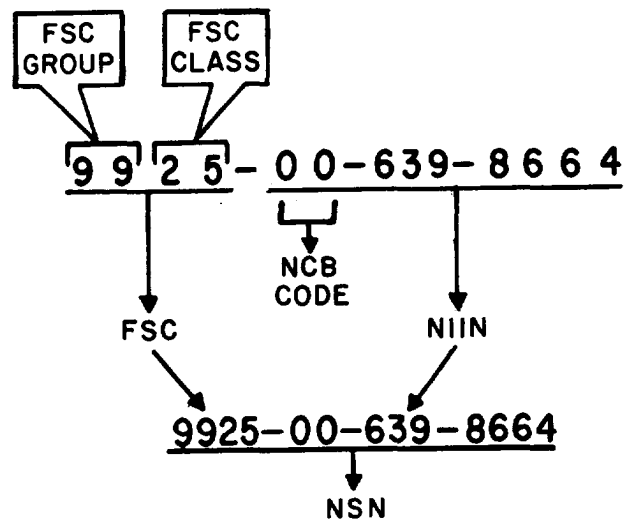
FSC	9925–
FSC GROUP	99
FSC CLASS	25
NCB CODE	–00
NIIN	00-639-8664
NSN	9925-00-639-8664

In the next few sections, the FSC, FSC Group, FSC Class, NCB Code, NHN, and related NSN information will be explained in detail.

FEDERAL CATALOG SYSTEM

The Defense Logistics Agency (DLA), under the general direction of the Assistant Secretary of Defense (Installations and Logistics), administers the Federal Catalog System which encompasses the naming, describing, classifying, and numbering of all items carried under centralized inventory control by the Department of Defense (DOD) and the civil agencies of the Federal Government. Only one identification may be used for each item for all supply functions. The Federal Catalog System is also used by the North Atlantic Treaty Organization (NATO) countries.

Material Classification

The Federal Supply Classification (FSC) System has been designed to permit the classification of all items of supply used by the Federal Government. It provides a common language so that one service or agency can use available materials held in stock by another component. This common language serves as an economy measure for both DOD members and the civil agencies. Instead of the Army, Air Force, Navy, and civil agencies each purchasing and maintaining large stocks of material, all of these agencies make use of centralized stocks.

FSC GROUP.—The FSC System divides all materials into numbered groups consisting of 2 digits. These groups or categories are shown in figure II-2-1.

FSC CLASS.—Stock groups cover rather broad categories of material. Therefore, they are divided into classes to differentiate types of material within a stock group. These classes consist of a 2-digit number. Figure II-2-2 shows the class breakdown for FSC Group 99. Note that ecclesiastical equipment, furnishings, and supplIes are listed under FSC number 9925.

National Codification Bureau Code

A National Codification Bureau (NCB) Code is a 2-digit code which is included as the fifth and sixth digits of a National Stock Number or NATO Stock Number. It identifies the country that assigned the stock number or it indicates that the stock number is used by two or more countries, A list of currently assigned NCB Codes is shown below.

NCB CODE	COUNTRY
00	United States
01	United States
11	NATO Standard Items
12	Germany
13	Belgium
14	France
15	Italy
17	Netherlands
18	South Africa
21	Canada
22	Denmark
23	Greece
24	Iceland
25	Norway
26	Portugal
27	Turkey
28	Luxembourg
29	Argentina
66	Australia
98	New Zealand
99	United Kingdom

FEDERAL SUPPLY CLASSIFICATION (FSC) GROUPS

10-Weapons
11-Nuclear Ordnance
12-Fire Control Equipment
13-Ammunition and Explosives
14-Guided Missiles
15-Aircraft and Airframe Structural Components
16-Aircraft Components and Accessories
17-Aircraft Launching, Landing, and Ground Handling Equipment
18-Space Vehicles
19-Ships, Small Craft, Pontoons, and Floating Docks
20-Ship and Marine Equipment
21-Unassigned
22-Railway Equipment
23-Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
24-Tractors
25-Vehicular Equipment Components
26-Tires and Tubes
27-Unassigned
28-Engines, Turbines, and Components
29-Engine Accessories
30-Mechanical Power Transmission Equipment
31-Bearings
32-Woodworking Machinery and Equipment
33-Deleted
34-Metalworking Machinery
35-Service and Trade Equipment
36-Special Industry Machinery
37-Agricultural Machinery and Equipment
38-Construction, Mining, Excavating, and Highway Maintenance Equipment
39-Materials Handling Equipment
40-Rope, Cable, Chain, and Fittings
41-Refrigeration, Air Conditioning, and Air Circulating Equipment
42-Fire Fighting, Rescue, and Safety Equipment
43-Pumps and Compressors
44-Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors
45-Plumbing, Heating, and Sanitation Equipment
46-Water Purification and Sewage Treatment Equipment
47-Pipe, Tubing, Hose, and Fittings
48-Valves
49-Maintenance and Repair Shop Equipment
50-Unassigned
51-Hand Tools
52-Measuring Tools
53-Hardware and Abrasives
54-Prefabricated Structures and Scaffolding
55-Lumber, Millwork, Plywood, and Veneer
56-Construction and Building Materials
57-Unassigned

58-Communication, Detection, and Coherent Radiation Equipment
59-Electrical and Electronic Equipment Components
60-Unassigned
61-Electric Wire, and Power and Distribution Equipment
62-Lighting Fixtures and Lamps
63-Alarm and Signal Systems
64-Unassigned
65-Medical, Dental, and Veterinary Equipment and Supplies
66-Instruments and Laboratory Equipment
67-Photographic Equipment
68-Chemicals and Chemical Products
69-Training Aids and Devices
70-General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment
71-Furniture
72-Household and Commercial Furnishings and Appliances
73-Food Preparation and Serving Equipment
74-Office Machines and Visible Record Equipment
75-Office Supplies and Devices
76-Books, Maps, and Other Publications
77-Musical Instruments, Phonographs, and Home-Type Radios
78-Recreational and Athletic Equipment
79-Cleaning Equipment and Supplies
80-Brushes, Paints, Sealers, and Adhesives
81-Containers, Packaging, and Packing Supplies
82-Unassigned
83-Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags
84-Clothing, Individual Equipment, and Insignia
85-Toiletries
86-Unassigned
87-Agricultural Supplies
88-Live Animals
89-Subsistence
90-Unassigned
91-Fuels, Lubricants, Oils, and Waxes
92-Unassigned
93-Nonmetallic Fabricated Materials
94-Nonmetallic Crude Materials
95-Metal Bars, Sheets, and Shapes
96-Ores, Minerals, and Their Primary Products
97-Unassigned
98-Unassigned
99-Miscellaneous

NOTE: Ecclesiastical equipment, furnishings, and supplies come under FSC Group 99. This group is of primary concern to the RP.

Figure II-2-1.—Listing of Federal Supply Classification (FSC) Groups.

GROUP 99
Miscellaneous

9905   Signs, Advertising Displays, and Identification Plates
                Includes Electric Signs; Sign Boards; Display Stands; Mannequins and other display forms; Printed Signs; General Purpose Identification Tags and Blanks, Non-personal; Plates and Tags for specific applications.

9910   Jewelry
                Includes Jewelers' Findings; Precious Stones, Cut; Costume Jewelry; Natural Gems and Ornamental Stones, Cut.
                Excludes Watches; Clocks; Tableware; Scientific Instruments; Toilet Articles; Smokers' Articles.

9915   Collectors' Items
                Includes Stamps; Rare Books; Works of Art; Coins; Antiques.

9920   Smokers' Articles and Matches
                Includes Cigarette Lighters; Lighter Fluid; Pipe Reamers; Ash Trays; Tobacco Humidors; Packaged Cigarette Paper.
                Excludes Ash receivers and lighters specifically designed for installation in or on equipment.

9925   Ecclesiastical Equipment, Furnishings and Supplies
                Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices; Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine.

9930   Memorials; Cemeterial and Mortuary Equipment and Supplies
                Includes Grave Markers; Burial Vaults; Burial Urns; Caskets; Burial Boxes; Mortician's Supplies; Monuments; Casket Shipping Cases.
                Excludes Hearses; Mortuary Refrigerators.

9999   Miscellaneous Items
                Includes only those items which cannot conceivably be classified in any existing classes.

Figure II-2-2.—Breakdown of Federal Supply Classification (FSC) Group 99.

Most of the items used in the Command Religious Program will have either the NCB Code 00 or 01.

National Item Identification Number

As stated previously, the National Item Identification Number (NIIN) is a 9-digit number which identifies each item in the Federal Supply Distribution System. The NIIN is especially important when ecclesiastical supplies are ordered. Figure II-2-3 shows the same item (CANDLE, VOTIVE) under three distinct NSNS. The FSC (9925) is the same, but the NIIN is quite different indicating that the items are unique with respect to each other. To place an order, the RP would need to know

NSN	ITEM DESCRIPTION
9925-00-2024416	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION 51 PCT BEESWAX: 15 HRS MIN BURNING TIME: PKG PER 36 BX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE TYPE2CLASS1SIZE2
9925-00-202-4417	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX: 10 HRS MIN BURNING TIME: PACKAGE DATA: 36, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFACTURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638
9925-00-292-9857	CANDLE, VOTIVE: FIIG A23900: GENERAL CHARACTERISTICS ITEM DESCRIPTION CONSISTS OF ENTIRELY OF WAX, 7 DAY MIN BURNING TIME: FURNISHED IN GLASS CUP: PACKAGE DATA: 12, UNIT QTY, BOX: SPEC/STD CONTROLLING DATA, MANUFAC-TURERS CODE 81349, NON-DEFINITIVE GOVERNMENT SPEC/STD REFERENCE MILC40638

Figure II-2-3.—Votive Candle Under Three Distinct National Stock Numbers.

exactly what type of votive candle was needed.

Command Religious Program Material

Besides office supplies listed under FSC Group 75, the command chaplain and RP are primarily concerned with the FSC groups and specific classes shown in figure II-24 Most of the supplies that are used in support of the Command Religious Program are ordered under FSC 9925. Items under FSCS 7195, 7710, and 8345 are also used on a regular basis in the CRP. The personnel in the supply department should be consulted when an order is placed for any supplies. They maintain the most up-to-date publications and microfiche documents which provide current prices as well as other pertinent ordering information.

SUPPLY PUBLICATIONS AND MICROFICHE DOCUMENTS

In order to properly use the Navy's supply system, it is necessary for the RP to become familiar with certain supply publications and microfiche documents. Most of these publications and documents are maintained by the personnel in the supply department. However, the RP should have a basic understanding and knowledge of the publications pertinent to meeting the needs of the Command Religious Program. In the next few sections, a number of publications and documents will be explained briefly. Be sure to consult the personnel in the supply department for more detailed information when necessary.

Operating Procedures Manual for MILSTRIP/MILSTRAP (NAVSUP P-437)

Naval Supply Publication 437 (NAVSUP P-437) promulgates policy and procedures

GROUP 71

Furniture

7195   Miscellaneous Furniture and Fixtures
       Includes Stone, Clay, and Concrete Furniture; Auditorium and Theater Furniture;
       Library Furniture; Cashier Stands.
       NOTE: Chapel bulletin boards are ordered under this FSC.

GROUP 77

Musical Instruments, Phonographs, and
Home-Type Radios

7710   Musical Instruments
       NOTE: Organs are ordered under this FSC.

GROUP 83

Textiles, Leather, Furs, Apparel and Shoe
Findings, Tents, and Flags

8345   Flags and Pennants
       Includes Signaling Flags; Flagstaffs; Signal Shapes; Flagpoles; Flagstaff Trucks; Speed
       Cones; Flagstaff Belts; Semaphore Flags.
       NOTE: Church pennants are ordered under this FSC.

GROUP 99

Miscellaneous

9925   Ecclesiastical Equipment, Furnishings and Supplies
       Includes Vestments; Altars; Communion Sets; Ecclesiastical Candelabra; Chalices;
       Patens; Altar Cloths; Ecclesiastical Statuary; Sacramental Wine.
       NOTE: The majority of the supplies in support of the Command Religious Program
       (CRP) are ordered under this FSC.

Figure II-2-4.—Federal Supply Classification (FSC) Groups and Specific Classes of Primary Concern to the Religious
Program Specialist.

related to the Military Standard Requisitioning and Issue Procedures (MILSTRIP) and the Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP). This publication serves as a comprehensive reference for those personnel involved in the preparation of MILSTRIP documents. Examples of MILSTRIP requisitioning related to the ordering of ecclesiastical supplies in support of the CRP will be provided later in this chapter. NAVSUP P-437 is not distributed to afloat units, This publication is maintained in the supply department.

MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409)

Since NAVSUP P-437 is such a comprehensive publication, the *MILSTRIP/MILSTRAP Desk Guide* (NAVSUP P-409) is published for usage by department and division personnel as a handy reference in the preparation of MILSTRIP and MILSTRAP documents. This small booklet contains formats and code definitions used on a daily basis. The RP should ensure that a copy is maintained in the office of the chaplain at all times.

Afloat Supply Procedures (NAVSUP P-485)

Naval Supply Publication 485 (NAVSUP P-485) establishes policies for the operation and management of afloat supply departments and activities operating under afloat procedures. Since NAVSUP P437 is not distributed to afloat units, NAVSUP P-485 incorporates MILSTRIP/MILSTRAP requisitioning procedures for fleet usage as outlined in the basic MILSTRIP/MILSTRAP publication. NAVSUP P-485 is maintained in the ship's supply department.

Fleet Use of MILSTRIP (NAVSUPINST 4235.3)

Fleet Use of MILSTRIP (NAVSUPINST 4235.3) serves the same purpose as NAVSUP P-409. It is designed for usage by department and division personnel of afloat units because of the bulkiness of NAVSUP P-485. In addition, it is designed to be used for the indoctrination and training of fleet personnel in MILSTRIP procedures. It is larger than the *MILSTRIP/ MILSTRAP Desk Guide* and contains illustrations and explanations. The RP should ensure that a copy of this instruction is maintained in the office of the chaplain as a handy reference.

Defense Logistics Agency Cataloging Handbooks

The Defense Logistics Agency Cataloging Handbooks are microfiche documents which contain a complete listing of assigned FSC groups and classes. These numbered handbooks (H2-1, H2-2, and H2-3) are maintained in the supply department. The illustrations shown in figures II-2-2 and II-2-4 were extracted from these handbooks.

Navy Interest Identification List (IL)

The Navy Interest Identification List (IL) is a microfiche document which provides technical characteristics and other identifying data for all items contained in the Federal Supply Classification System. Figure II-2-3 shows a partial listing taken from the IL. Figure II-2-5 provides an explanation of the abbreviations and symbols used in the IL. This list is maintained in the supply department. If detailed information is needed on specific items, the RP should consult the personnel in the supply department.

General Services Administration (GSA) Catalog

The General Services Administration (GSA). is responsible for cataloging nonmilitary items in general use by both military and civil agencies of the United States. This administration publishes the GSA Supply Catalog which is a handy reference used in identifying numerous supply items. This catalog is designed to be used

ABBREVIATION	WORD OR PHRASE	ABBREVIATION	WORD OR PHRASE
A/A	ANY ACCEPTABLE	N/	NOT
ACCOM	ACCOMMODATION	NSN	NATIONAL STOCK NUMBER
ALUM.	ALUMINUM	NAT	NATURAL
AMS	AERONAUTICAL MATERIAL SPECIFICATION	N/INCL	NOT INCLUDED
		NO.	NUMBER
ASSY	ASSEMBLY	NOM	NOMINAL
AUTO.	AUTOMATIC	O/A	OVERALL
BX	BOX	ORD	ORDNANCE
CAT	CATALOG	OZ	OUNCE(S)
CCW	COUNTERCLOCKWISE	PC	PRINTED CIRCUIT
CHAR	CHARACTERISTICS	PCB	PRINTED CIRCUIT BOARD
CL	CLASS		
CM	CENTIMETER(S)	PKG	PACKAGE(D)
CN	CAN	P/N	PART NUMBER
C/O	CONSISTS OF	PROM	PLUS OR MINUS
CONTR	CONTRACT	PRESS.	PRESSURE
CROSS-SECT.	CROSS-SECTION	PSI	POUNDS PER SQUARE INCH
CU	CUBIC		
CW	CLOCKWISE	PT NO	PART NUMBER
DBL	DOUBLE	PWR	POWER
DEG	DEGREE(S)	QTY	QUANTITY
DEPT	DEPARTMENT	RD	ROUND
DIA	DIAMETER	RDG	REFERENCE DRAWING GROUP
DIM.	DIMENSIONS		
DOC.	DOCUMENT	REF	REFERENCE
DWG	DRAWING	RES	RESISTANT
EMER	EMERGENCY	REV	REVOLUTION
EQPT	EQUIPMENT	RPM	REVOLUTIONS PER MINUTE
FEAT	PEATURES		
FED.	FEDERAL	SER	SERIAL
FIIG	FEDERAL ITEM IDENTIFI-CATION GUIDE	SPEC	SPECIFICATION(S)
		STD	STANDARD
FT	FEET	STK	STOCK
GND	GROUND, GROUNDING	SUP.	SUPPLY
GOVT	GOVERNMENT	SURF.	SURFACE
GPM	GALLONS PER MINUTE	THD	THREAD(S)(ED)
H	HEIGHT, HIGH	THK	THICKNESS)
HYD	HYDRAULIC	TREAT.	TREATED, TREATMENT
IAW	IN ACCORDANCE WITH	V	VOLT(S)
IDENT	IDENTIFICATION	VDC	VOLT DIRECT CURRENT
IN.	INCHES	VEH	VEHICLE
INCL	INCLUDES, INCLUDED, INCLUDING, INCLUSIVE	W	WIDTH, WIDE
		W/	WITH
INSP	INSPECTION, INSPECTOR	W/O	WITHOUT
KVA	KILOVOLT AMPERE	YD	YARD
LG	LENGTH		
MATL	MATERIAL		
MAX	MAXIMUM		
MIL	MILITARY		
MIN	MINIMUM		
MM	MILLIMETER		
MTG	MOUNTING		

NOTE: The Religious Program Specialist should consult the personnel in the supply department whenever the Identification List (IL) is utilized to ensure that a proper interpretation is made when supplies are ordered. This is especially important when ecclesiastical supplies are ordered in support of the CRP.

Figure II-2-5.—Abbreviatios and Symbols Used in the Identification List (IL) and Their Meanings.

primarily by the civil agencies, but is available to the RP if necessary. Because of the numerous and unrelated items in stock, the GSA *Supply Catalog is* published in five volumes which are listed below:

- GSA Supply Catalog Guide

- GSA Furniture Catalog

- GSA Industrial Products Catalog

- GSA Office Products Catalog

- GSA Tools Catalog

The *GSA Supply Catalog Guide* serves as a master reference for the four commodity-oriented volumes. These volumes are maintained in the supply department and are used when an item cannot be found in the previously mentioned IL or when additional information is required on a specific item. Also, the GSA Guide provides information on the regional offices and their individual areas of responsibility. Figures II-2-6 and II-2-7 show the regional offices, addresses, telephone numbers, and other pertinent information. Remember, this segment of the supply system is designed primarily for use by the civil agencies. The RP should use normal Navy supply channels if at all possible.

U.S. Navy Chaplains Program Support Guide (NAVPERS 15992)

This publication, although not considered to be a supply publication, is of primary interest to both the command chaplain and RP. NAVPERS 15992 is divided into two sections. The first section provides a directory of active duty chaplains, inactive duty chaplains, and Theological Student Program officers.

Section two is referred to as the program support section and serves as a ready reference for chaplains and RPs on budgeting and supply matters. Specifically, this section contains information on ordering supplies and materials needed by the Command Religious Program.

The remainder of the discussion on NAVPERS 15992 will be devoted to explaining section two of this publication. When it is necessary to order supplies having one of the FSCs shown in figure II-2-4, the RP should first consult section two of the latest edition of NAVPERS 15992 to see if the item is listed. Figure II-2-8 was extracted from this section. The information listed next to each item is important supply data which is required to fill out the MILSTRIP requisition form. Note the "Candlelighter and Snuffer" in figure II-2-8. This item will be used later in this chapter to explain MILSTRIP requisitioning. At that time, supply accounting data will be explained in more detail.

It is important for the RP to remember that NAVPERS 15992 is used as an easy reference rather than as an up-to-date supply policy publication. Prices of items, among other things, change periodically and the personnel in the supply department maintain the most current information including price lists. Therefore, the RP should consult with the supply personnel before filling out a MILSTRIP requisition form. Also, if an item is not listed in the Program Support Guide, the personnel in the supply department will be able to assist the RP in determining if the item is carried under a national stock number.

Civilian Ecclesiastical Supply Catalogs

These catalogs, which provide a comprehensive list of church goods, vestments, and articles of devotion, are published by private companies. Normally, items ordered from these companies cost more than the same items carried in the Federal Supply Classification System. If an item is needed, and cannot be procured using the FSC System, then these companies are sources of supply, The personnel in the supply department can explain how an order is placed with these companies when necessary.

MILSTRIP REQUISITIONING

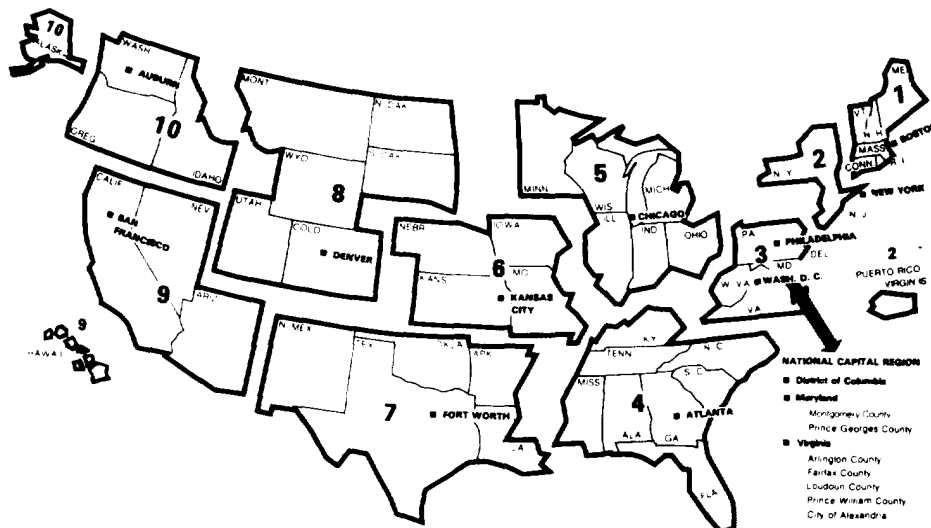The Military Standard Requisitioning and Issue Procedures (MILSTRIP) System was

Regional Offices

General Services Administration

GSA has eleven regional offices serving defined geographic areas of the United States (see map). Listed are the addresses to which requisitions, followup inquiries, or cancellations in FEDSTRIP/MILSTRIP format should be sent. Emergency telephone numbers include those for normal working hours, domestic and export orders, and off-duty hours including weekends and holidays.

Unless Federal Supply Service officials direct otherwise, orders should be submitted to the GSA regional office supporting the geographical area in which the requisitioner is located.

NATIONAL CAPITAL REGION
- District of Columbia
- Maryland
  - Montgomery County
  - Prince Georges County
- Virginia
  - Arlington County
  - Fairfax County
  - Loudoun County
  - Prince William County
  - City of Alexandria

NATIONAL CAPITAL REGION (WFSR)

Washington, D.C. 20407
7th and D Sts., SW
202-755-2040 (FTS 755-2040)
Emergency Orders
  FTS 472-7664
  COM 202-472-7664
Emergency Status
  FTS 755-2040 (7 45 a m to 4 15 p m)
  FTS 472-1111 (Off-duty)
  COM 202-472-1111 (Off-duty)

Region 1 (1 FSR)

Boston MA 02106
P O Box 2144
617-223-2791 (FTS 223-2791)
Emergency orders and status
  FTS 223-2791 (8 20 a m to 4 50 p m)
  FTS 223-0444 (Off-duty)
  COM 617-223-0444 (Off-duty)

Region 2 (2 FSR)

New York, NY 10278
26 Federal Plaza
212-264-8210 (FTS 264-8210)
Status Inquiries
  (212) 264-8200 (8 00 a m to 5 00 p m)
Emergency orders
  FTS 264-8222 (8 00 a m to 5 00 p m)
  COM 212-264-8222 (8 00 a m to 5 00 p m)
  FTS 264-0025/0027 (Off-duty)

Region 3 (3 FSR)

Philadelphia, PA 19107
Federal Bldg and US Courthouse
9th and Market Sts

Routine orders and status
  FTS 597-7849
  COM 215-597-7849
Emergency orders and status
  FTS 579-7849/7732 (8 00 a m to 4 30 p m)
  FTS 597-4915 (Off-duty)
  COM 215-579-7849/7732 (8 00 a m to 4 30 p m)
  COM 215-597-4915 (Off-duty)

Region 4 (4 FSR)

Atlanta, GA 30303
75 Spring St SW
404-221-3011 (FTS 242-3011)
Emergency orders and status (7 15 a m to 6 00 p m
  FTS 242-3011
  COM 404-221-3011
Emergency orders and status (Off-duty)
  FTS 242-5192
  COM 404-221-5192

Region 5 (5 FSR)

Chicago, IL 60604
230 S. Dearborn St
312-353-0958
Emergency orders
  FTS 353-0958/3979 (8 30 a m to 5 00 p m)
Emergency status
  FTS 353-0958/3979 (8 30 a m to 5 00 p m)
Emergency orders and status (Off-duty)
  FTS 353-0735
  COM 312-353-0735

Region 6 (6 FSR)

Kansas City, MO 64131
1500 E Bannister Rd
816-926-7315 (FTS 926-7315)
Emergency orders and status (7 00 a m to 5 00 p m
  FTS 926-7315/7317
  FTS 758-5086 (Off-duty)
  COM 816-374-5086 (Off-duty)

Region 7 (7 FSR)

Fort Worth, TX 76102
819 Taylor St
817-334-2591 (FTS 334-2591)
Emergency orders and status
  FTS 334-2051 (7 45 a m to 4 15 p m)
  FTS 334-2886 (Off-duty)
  COM 817-334-2888 (Off-duty)

Region 9 (9 FSR)

San Francisco, CA 94105
525 Market St
Emergency orders 415-556-3507 (FTS 556-3507)
FTS Transactions (7 00 a m to 4 30 p m)
  Domestic 556-8415 Export 556-8415
Off-duty
  FTS 556-1480/1488
  COM 415-556-1480/1488

Region 8 (8 FSR)

Denver, CO 80225
Denver Federal Center, Bldg 41
303-234-4371/3985 (FTS 234-4371/3985)
Emergency orders and status
  FTS 234-4371/3985 (7 00 a m to 5 00 p m)
  FTS 234-4446 (Off-duty)
  COM 303-234-4446 (Off-duty)

Region 10 (10 FSR)

Auburn, WA 98002
GSA Center
206-833-6500, Ext 333/4 (FTS 396-5333/5334)
AUTOVON 891-1851
Emergency orders
  COM 206-833-6500, Ext 465 (7 30 a m to 4 00 p m)
  FTS 396-5465 (7 30 a m to 4 00 p m)
  COM 206-833-5386 (Off-duty)
Emergency status (7 30 a m to 4 00 p m)
  COM 206-833-6500 Ext 333/4
  FTS 396-5333/5334

287.3

Figure II-2-6.—Regional Offices of the General Services Administration (GSA).

Region	Areas of Responsibility
National Capital Region	District of Columbia, Prince Georges County, Montgomery County, Fairfax County, Loudoun County, Prince William County, Arlington County, Falls Church City & County, City of Alexandria.
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
2	New Jersey, New York, Puerto Rico, Virgin Islands.
3	Delaware, Maryland, Pennsylvania, Virginia, West Virginia (Except those areas in the National Capital Region)
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.
6	Iowa, Kansas, Missouri, Nebraska.
7	Northern New Mexico, Western Oklahoma, Northwestern Texas. Arkansas, Louisiana, Eastern Oklahoma, Eastern Texas. Southern New Mexico, Southern Texas, Southwestern Texas.
8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming.
9	Northern California, Northern Nevada, Philippines, Thailand, Taiwan, Singapore, Indonesia, New Zealand, Australia, Okinawa*, Japan*, Korea*. Arizona, Southern California, Southern Nevada. Hawaii, American Samoa.
10	Idaho, Oregon, Washington, Korea**, Japan**, Okinawa**. Alaska

Figure II-2-7.—Areas of Responsibility of the Regional Offices of the General Services Administration (GSA).

developed to provide a common language for requesting and supplying material within the Army, Navy, Air Force, Marine Corps, and the General Services Administration (GSA). NAVSUP P-437, NAVSUP P-409, NAVSUP P485, NAVSUPINST 4235.3 and the *GSA Catalog,* which were previously explained, establish guidelines and procedures for using the MILSTRIP System.

A vital and integral part of the MILSTRIP System is the Uniform Material Movement and Issue Priority System (UMMIPS). The illustration in figure II-2-9 shows that MILSTRIP and UMMIPS are used worldwide by all the Armed Forces of the United States. UMMIPS was established to ensure that material requests are processed in accordance with the military importance of the requesting activity and the urgency of that activity's needs. This system provides the method of assigning priorities for the issuing and movement of material. Most of the items that need to be acquired for use in the CRP are obtained on a routine basis. Therefore, the chaplain and RP need to plan program requirements well in advance to ensure that ecclesiastical supplies are available when needed.

The storekeeper in the supply department is extensively involved with the preparation and processing of MILSTRIP documents. A Religious Program Specialist need not become an expert in using this system. However, it is important for the RP to know how to properly prepare a requisition form. As figure II-2-10 illustrates, the RP should study and learn how to use MILSTRIP procedures and codes as they pertain to fulfilling the requirements of the Command Religious Program.

MILSTRIP requisitioning is based upon the use of a coded, single line item document for each supply transaction. The documents listed below are some of the forms that are used for MILSTRIP requisitioning.

● DD Form 1348—Department of Defense Single Line Item Requisition System Document (Manual).

NOMENCLATURE	NATIONAL STOCK NO.	SOURCE	ACQN	QUP	ISSUE	PRICE	SEC	COG
CANDLE BURNER (wax saver); chrome plated finish, for .938 in. dia candles	9925-00-275-7313	S9G	D	1	EA	3.77	U	9G
Candle, votive; 10-hour burning time, 36 per box	9925-00-202-4417	S9G	D	4	EA	3.07	U	9G
CANDLE, votive; 7-day burning time, furnished in glass cup, 12 per box	9925-00-292-9857	S9G	D	1	EA	57.17	U	9G
CANDLELIGHTER and SNUFFER: 3 feet long, brass	9925-00-639-8664	S9G	D	1	EA	22.04	U	9G
CANDLESTICK, altar; brass, chrome finish, 14.625 in. oah, .744 in. inside dia of candle-holder	9925-00-264-3604	S9G	D	2	PR	46.26	U	9G
CANDLESTICK, altar; brass chrome finish, 28 in. oah, 1.25 in. inside dia of candleholder	9925-00-639-8017	S9G	D	2	PR	130.93	U	9G
CANDLESTICK, altar; brass lacquered finish, 13 in. oah, .843 in. inside dia of candle-holder	9925-00-237-8405	S9G	V	2	PR	18.86	U	9G
CHAIR, folding; wood, leatherette covered, upholstered kneeler and seat, padded kneeler	9925-00-526-4244	S9G	D	1	EA	35.53	U	9G
CHAPLAINS KIT; Catholic, light weight, combat, olive green carrying case.	9925-00-926-5206	S9G	D	1	SE	411.68	U	9G

Figure II-2-8.—Extract from Section Two of the U.S. Navy Chaplains Program Support Guide (NAVPERS 15992).

Figure II-2-9.—United States Armed Forces Use of the Military Standard System (MILSTRIP and UMMIPS).

TAKE TIME TO LEARN HOW TO USE MILSTRIP PROCEDURES AND CODES

Figure II-2-10.—Religious Program Specialist Responsibility for Using MILSTRIP.

● DD Form 1348m—Department of Defense Single Line Item Requisition System Document (Mechanical).

● NAVSUP Form 1250-1—Single Line Item Consumption/Requisition Document (Manual).

The manually prepared DD Form 1250-1 is a consumption document used primarily by all nonautomated ships of the submarine forces as a MILSTRIP requisition document. DD Form 1348m is a standard electric accounting machine (EAM) card which is used by automated ships with computer card punch equipment. This mechanically produced form is similar to the manually produced DD Form 1348 except for a few minor differences. DD Form 1348 is the requisition form that most RPs will be preparing when ecclesiastical supplies are ordered. Therefore, this form will be used for explanation purposes in the next few sections. NOTE: The Requisition and Invoice/Shipping Document, DD Form 1149, is used as the procurement document for items excluded from MILSTRIP. The personnel in the supply department will assist the RP in determining when it is necessary to use a DD Form 1149. Figure II-2-11 shows a blank copy of this form.

PREPARATION OF DD FORM 1348

A manual requisition is prepared on a 2-,4-, or 6-part DD Form 1348. Either of these sets may be used as determined by local command requirements. All copies of the manual forms are identical except for data blocks "T" and "U." These two blocks are blank on the original, but the copies are printed to provide a place to show the unit and total prices of the material being ordered.

Figure II-2-12 shows the original and green copy of a 6-part DD Form 1348. Note that the original and green copy are identical except for the specific differences shown below in blocks "T", and "U."

A DD Form 1348 must be either typed or filled out using a blue or black ink ballpoint pen. To eliminate any possible confusion between a numeric zero and an alphabetic "O," the communication zero (∅) is used on MILSTRIP requisitions when zeroes are applicable. The following paragraphs will be devoted to explaining the procedures that the RP should use in preparing a DD Form 1348 for ordering an ecclesiastical item (Candlelighter and Snuffer, NSN: 9925-00-639-8664, shown in figure II-2-13). The original copy of a DD Form 1348 will be used for illustrative purposes. Figure II-2-14 shows the completed requisition for this transaction. Data blocks "A" through "V"

Figure II-2-11.—DD Form 1149 Requisition Procurement Document for Items Excluded from MILSTRIP.

and card columns "1" through "80" will be explained in the next few sections.

Data Block A (SEND TO)

Ecclesiastical items (FSC 9925) are obtained from the Defense General Supply Center located at Richmond, Virginia. The name, address, and unit identification code (UIC) of this center is inserted in the space provided.

Data Block B (REQUISITION IS FROM)

The name, address, and UIC of the requisitioner is inserted in the space provided. For this requisition, the Naval Education and Training Program Development Center (NAVEDTRAPRODEVCEN) located at Pensacola, Florida, will be used.

Figure II-2-12.—Original and Green Copy of DD Form 1348.

Data Block C

This block is either left blank or the name of the item is inserted in the space provided. For this requisition, "Candlelighter and Snuffer" is typed in Data Block C.
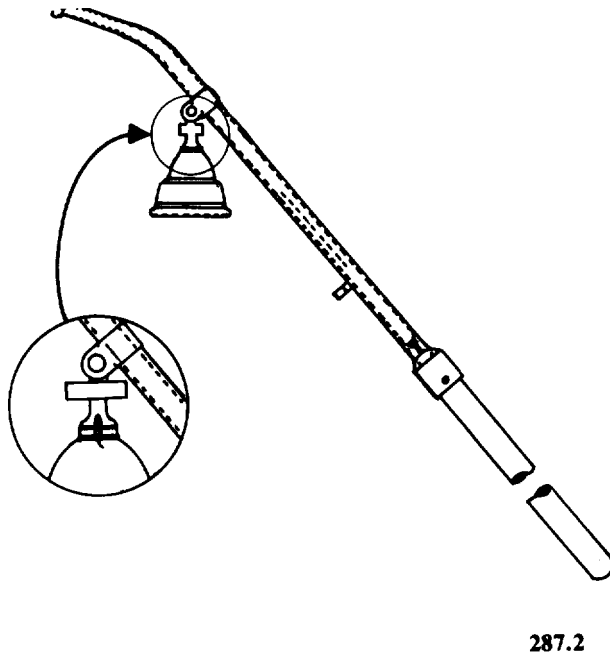
287.2

Figure II-2-13.—Candleligher and Snuffer.

Data Blocks D - F (EDITING DATA)

These blocks are left blank.

Card Columns 1 - 3
(DOCUMENT IDENTIFIER)

The document identifier is a three-character code which indicates the purpose and use of the document (requisition, referral, followup, status, etc.). Every requisition must have a code assigned in order to be processed. The first two characters will always be "**A0**" and the third character will be assigned in accordance with Appendix 4 of NAVSUP P-437. The RP is primarily concerned with the codes "**A01**" (requisition for overseas shipment with

43.24(RP-1)

Figure II-2-14.—DD Form 1348 Requisition for Candlelighter and Snuffer.

2-17

NSN/NATO number) and **"A0A"** (requisition for domestic shipment with NSN/NATO number). If a situation arises where a different code is needed, the personnel in the supply department will assist in determining the proper code. The code **"A0A"** is used for this requisition.

Card Columns 4 - 6
(ROUTING IDENTIFIER)

Every requisition must contain the routing identifier code of the supply source to whom the requisition is being sent. This code must coincide with the address of the activity shown in data block A. Routing identifier codes are listed in Appendix 10 of NAVSUP P-437. Listed below are the routing identifiers for naval supply centers (NSCs), naval supply depots (NSDs), industrial naval air stations (INASs), and defense supply centers (DSCs).

		ROUTING IDENTIFIER
NSC	Charleston	NRZ
	Norfolk	NNZ
	Oakland	NOZ
	Pearl Harbor	NPZ
	Puget Sound	NUZ
	San Diego	NDZ
NSD	Guam	NXZ
	Subic Bay	NVZ
	Yokosuka	NZZ
INAS	Alameda	PAZ
	Cherry Point	PTZ
	Jacksonville	PJZ
	Norfolk	PNZ
	North Island	PDZ
	Pensacola	PPZ

DSC	Defense Construction Supply Center Columbus, OH 43215	S9C
	Defense General Supply Center Richmond, VA 23297	S9G
	Defense Industrial Supply Center Philadelphia, PA 19111	S9I
	Defense Personnel Support Center Philadelphia, PA 19101	S9T
	Defense Personnel Support Center Philadelphia, PA 19101	S9M
	Defense Personnel Support Center Philadelphia, PA 19101	S9S

The personnel in the supply department maintain a comprehensive list of other supply sources and will provide the RP with the correct routing identifier for any item upon request. The proper routing identifier for this requisition is "S9G" since the Defense General Supply Center, Richmond, Virginia, is the source of supply for ecclesiastical material.

Card Column 7
(MEDIA AND STATUS CODE)

The media and status code is a one-character numeric or alphabetic code used to indicate the status that is required or requested by the requisitioner concerning each requisition. This code also designates which activity is to receive the status and the communications media (mail or message) that will be used to transmit the status. Media and status codes are listed in Appendix 6 of NAVSUP P-437. For this

requisition, the letter "C" is used which indicates that the requisitioner will receive notification by mail concerning the availability of the item being ordered. This notification enables the requisitioner to make other arrangements for purchasing the item if it is not available from this source. A "∅" is inserted if no status is desired by the requisitioner.

Card Columns 8 - 22
(STOCK NUMBER)

The National Stock Number (NSN) for a "Candlelighter and Snuffer" is inserted in the spaces provided. The FSC (9925) is placed in card columns 8 through 11; and, the NIIN (006398664) is inserted in card columns 12 through 20. Card columns 21 and 22 are left blank. Appendix 15 of NAVSUP P-437 provides guidance on acceptable entries for this section of DD Form 1348.

Card Columns 23 - 24
(UNIT OF ISSUE)

The two-letter unit of issue abbreviation is inserted in this section. Appendix 23 of NAVSUP P-437 provides a listing of approved abbreviations. Shown below is a partial listing of abbreviations which may be used.

ITEM	ABBREVIATION
Bag	BG
Book	BK
Bottle	BT
Box	BX
Can	CN

Dozen	DZ
Each	EA
Gallon	GL
Kit	KT
Package	PG
Pair	PR
Set	SE

"Each" is the unit of issue for a "Candlelighter and Snuffer." Therefore, "EA" is inserted in card columns 23 and 24.

Card Columns 25 - 29
(QUANTITY)

The number (amount) of the item required is entered in the quantity section. When the requested quantity does not require 5 significant digits, zeroes are entered in the blank spaces preceding the significant digits. Listed below are several examples of quantities and the corresponding correct DD Form 1348 entries.

QUANTITY	DD FORM 1348 ENTRY
4	00004
14	00014
114	00114

For this requisition, four "Candlelighters and Snuffers" are being requested. Therefore, the correct entry is "00004."
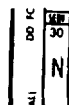

Card Column 30
(SERVICE)

Service designator codes are designed to identify the service or component of the service of the ordering activity and are contained in Appendix 11 of NAVSUP P-437. Listed below

are the three most commonly used codes in the Navy.

CODE NAVY COMPONENT

N   All activities other than fleet operating units of CINCPACFLT and CINCLANTFLT.

R   Fleet operating units of CINC-PACFLT.

V   Fleet operating units of CINCLANTFLT.

The correct entry for this requisition is "N" since NAVEDTRAPRODEVCEN Pensacola, Florida, is not an operating unit of either CINC-PACFLT or CINCLANTFLT.

**Card Columns 31-35
(REQUISITIONER)**

The unit identification code (UIC) of the requisitioner is inserted in columns 31 through 35. The UIC for NAVEDTRAPRODEVCEN Pensacola, Florida, is "68322."
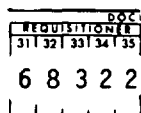
**Card Columns 36-39
(DATE)**

The 4 digits representing the Julian date on which the requisition is actually transmitted to the Defense General Supply Center, Richmond, Virginia, is inserted in these columns. Card

column 36 is used for indicating the calendar year (0 for 1980, 1 for 1981, etc.) and columns 37 through 39 indicate the numeric consecutive day of the calendar year. For example, this requisition was transmitted on August 12, 1980. Since 1980 was a leap year, the Julian date for this day is 225 as indicated in the two illustrations shown below.

JULIAN DATE CALENDAR

FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

NAVSANDA FORM 1176-1 (1-65)   (USE IN 1968, 1972, 1976, etc.)

TUESDAY   AUG. **12** 1980

JULY 1980
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

225th Day

AUGUST 1980
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 1980
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

141 Days Left

Note in the Julian Date Calendar shown below that the 225th day is August 13. This occurred because this calendar is used for counting the days in nonleap years (1981, 1982, 1983, 1985, 1986, 1987, etc.). It is important that the RP use the right calendar when Julian dates are utilized.

JULIAN DATE CALENDAR

(PERPETUAL)

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

NAVSANDA FORM 1176-1 (1-65)   FOR LEAP YEAR USE REVERSE SIDE

Since this requisition is being transmitted in a leap year, the correct entry for card columns 36 through 39 for August 12, 1980, is "0225

```
    ┌──DATE──┐
    │36│37│38│39│
    Ø 2 2 5
    └──┴──┴──┘
```

**Card columns 40-43
(SERIAL)**

Serial numbers are assigned at the discretion of the originating command. The personnel in the supply department will assist the RP in determining the proper serial number for each requisition. Serial numbers cannot be duplicated on the same day. The Naval Education and Training Program Development Center (NAVEDTRAPRODEVCEN) has assigned the serial number block "0200 through 0299" to the Command Religious Program for fiscal year 1980. This is the 23rd requisition of the year processed by the office of the chaplain; therefore, "0223" is the proper entry for card columns 40 through 43.

```
    ┌──SERIAL──┐
    │40│41│42│43│
    Ø 2 2 3
    └──┴──┴──┘
```

NOTE: Card columns 30 through 43 (SERVICE, REQUISITIONER, DATE, and SERIAL) make up the document number of a requisition. The document number for this requisition is shown below. Appendix 24 of NAVSUP P-437 provides guidance on proper entries for document numbers.

DOCUMENT NUMBER

N6832202250223

```
    ┌────────DOCUMENT NUMBER────────┐
    │SUB│ REQUISITIONER │ DATE │ SERIAL │
    │30 │31│32│33│34│35│36│37│38│39│40│41│42│43│
    N 6 8 3 2 2 Ø 2 2 5 Ø 2 2 3
    └──┴──┴──┴──┴──┴──┴──┴──┴──┴──┴──┴──┴──┘
```

**Card Column 44
(DEMAND)**

Stock points (NSCs, NSDs, INASs, and DSCs) are financed on the basis of an annual budget. The inventory manager at each of these stock points must rely primarily upon the demand coding assigned by the customer during the previous year to project which items must be replenished for the next year. Therefore, demand coding is the MOST IMPORTANT element of a DD Form 1348 to the customer and to the supply system which is tasked with the continual support of all customers. Demand codes are listed in Appendix 13 of NAVSUP P-437.

The RP is primarily concerned with the following codes.

CODE EXPLANATION

R   RECURRING DEMAND. A request made periodically or anticipated to be repetitive.

N   NONRECURRING DEMAND. A request made for a requirement known to be of a one-time occurrence.

The RP should discuss the recurring or nonrecurring nature of an item with the command chaplain to ensure that the most correct demand code is assigned to each DD Form 1348. For this requisition, the demand code "R" is inserted in card column 44.

Card Columns 45 - 50 (SUPPLEMENTARY ADDRESS)

The supplementary address field may be used to denote that another activity is to receive the material, status, or billing. When this section is used for any of these purposes, the appropriate service code (N, R, or V, for example) is inserted in card column 45 and the UIC of the other activity is inserted in card columns 46 through 50. Appendix 5 of NAVSUP P-437 provides specific guidance on supplementary address entries.

When material is shipped and billed to the requisitioner, card columns 45 through 50 may be used for local command information such as identifying a work center or department. The letter "Y" is placed in card column 45 (SERVICE) and local information is placed in card columns 46 through 50. Identifying information for NAVEDTRAPRODEVCEN Pensacola, Florida, is used for this requisition. "CH" denotes the office of the chaplain and "Ø2" specifics the first 2 digits of the serial block assigned to this office for fiscal year 1980.

Card Column 51 (SIGNAL CODE)

The signal code entry serves a dual purpose in that it identifies the activity receiving the material and the activity receiving the bill. Appendix 12 of NAVSUP P-437 provides a comprehensive listing of signal codes and their meanings. The following signal codes indicate that material is to be shipped to the requisitioner (card columns 30 through 35) and billed as follows:

CODE   BILL TO

A   Card Columns 30-35

B   Card Columns 45-50

C   Card Column 52

D   No Bill Required

The next set of codes listed below signify that material is to be shipped to the supplementary addressee (card columns 45 through 50) and billed as follows:

CODE   BILL TO

J   Card Columns 30-35

K   Card Columns 45-50

L   Card Column 52

M   No Bill Required

Signal code "A" is the correct entry for this requisition since NAVEDTRAPRODEVCEN is going to receive and also pay for the requested item.

Card Columns 52 - 53
(FUND CODE)

The fund code is a two-character code which identifies the Five Year Defense Program (FYDP), the expense element, and the allotment to which requisitioned material or services will be billed. This information, in conjunction with the requisitioner's service code and activity address, provides the complete accounting data necessary for detailed financial processing of applicable charges. This field is left blank for free issues which are identified by signal code "D" or "M" in card column 51.

A complete listing of fleet fund codes is contained in NAVSO P-3013 *(Financial Management of Resources - Operating Forces)*, Appendix II. Chapter 5 of NAVSUP P-437 contains a list of all fund codes assigned by the Office of the Navy Comptroller. The RP should obtain the correct fund code from the personnel in the supply department. The fund code "2S" will be used for this requisition.

Card Columns 54 - 56
(DISTRIBUTION CODE)

This dual purpose code is left blank unless otherwise directed by local supply department personnel. The distribution code for this requisition will be left blank.

Card Columns 57 - 59
(PROJECT CODE)

The project code is a three-character entry used to identify the purpose or nature of the requirement for the item which is being requisitioned. Appendix 8 of NAVSUP P-437 provides a detailed list of project codes. The RP should obtain the correct project code from local supply department personnel. "YY9" will be used for this requisition.

Card Columns 60 - 61
(PRIORITY)

The determination of the 2-digit priority code is based on the assignment of a Force/Activity Designator (F/AD) and an Urgency of Need Designator (UND). Complete details on priority indicators are contained in Chapter 7 of OPNAVINST **4614.1.** Listed below are the five F/ADs and three UNDs.

FORCE/ACTIVITY DESIGNATORS (F/AD)

I - In combat

II - Positioned for combat

III - Positioned to deploy/combat

IV - Other active and selected reserve forces

V - All other

URGENCY OF NEED DESIGNATORS (UND)

A - Unable to perform mission

B - Impaired operational capability

C - Routine

The chart illustrated below shows how the F/AD used in conjunction with the UND determines the priority of a requisition. Note that an assigned F/AD normally limits the requisitioner to choosing from three priority designators consistent with the UND. For example, NAVED-TRAPRODEVCEN Pensacola, Florida, is assigned the F/AD "V." This means that the priority for this command will normally be either 08, 10, or 15. As mentioned earlier in this chapter, the Command Religious Program will normally obtain material on a routine basis as outlined in the Uniform Material and Issue Priority System (UMMIPS). Therefore, the correct entry for this requisition is the priority designator "15."

FORCE/ACTIVITY DESIGNATOR	URGENCY OF NEED DESIGNATOR		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

Card Columns 62 - 64 (REQUIRED DELIVERY DATE)

The standard delivery date of the assigned priority designator (card columns 60 and 61) is normally considered to be the required delivery date; therefore, no required delivery date is entered in card columns 62 through 64 except under special circumstances outlined in OP-NAVINST 4614.1 and NAVSUP P-437. The Julian date is entered in this section when a required delivery date is specified. For this requisition, this section is left blank.

Data Blocks G - K (STATUS DATA)

These blocks are left blank.

Card Columns 65-66 (ADVICE CODE)

This section is left blank.

Card Columns 67 - 80

This section is left blank.

Data Blocks L - V (REMARKS)

These blocks are left blank when requisitions are submitted to the General Services Administration and Defense Supply Centers. Since this requisition is being submitted to the Defense Supply Center at Richmond, this section must be left blank. The personnel in the supply department will advise the RP when it is necessary to insert information in this section.

PREPARATION OF SERVMART REQUISITION (DD FORM 1348)

SERVMARTsS maintain stocks of high usage consumables, repair parts, and equipage items under a system which enables fleet and shore units to procure these items without the delay encountered when requesting items through routine requisitioning methods. This convenient source of supply permits the use of a single money value (MVO) requisition to procure several stock items on one DD Form 1348.

For example, if the RP needs to replenish certain office supplies (paper, pencils, pens,

tablets, erasers, ink, glue, etc.), the total value (MVO) of the supplies needed is determined and a single DD Form 1348 is prepared as shown in figure II-2-15. The following sections will be devoted to explaining the important differences between a SERVMART requisition and the requisition of an ecclesiastical item on the DD Form 1348.

Data Block A (SEND TO)

NAVEDTRAPRODEVCEN Pensacola, Florida, utilizes the servmart located at NAS Pensacola. Therefore, the address and UIC of this supply source is placed in Data Block A.

Data Block C

For this requisition, consumable supplies is typed in Data Block C.

Card Columns 4 - 6 (ROUTING IDENTIFIER)

As explained earlier in this chapter, every requisition must contain the routing identifier code of the supply source to whom the requisition is being sent. In this case, the requisition is normally "hand carried" to the supply source (SERVMART). Nevertheless, the routing identifier code of NAS Pensacola must be inserted in the columns provided. The correct routing identifier for this requisition is "PPZ."

43.24(RP-2)

Figure II-2-15.—DD Form 1348 Requisition for Consumable Supplies from SERVMART.

**Card Columns 30-43
(DOCUMENT NUMBER)**

The document number for this requisition is shown below.

DOCUMENT NUMBER

N6832202250224

Note that this requisition was prepared on the same date (0225: August 12, 1980) as the requisition for the candlelighter and snuffer which was previously explained.

DOCUMENT NUMBER   **DOCUMENT NUMBER**

N6832202250223   N6832202250224

Candlelighter   Consumables

                August 12, 1980

Since serial numbers cannot be duplicated on the same day, the RP must assign a different serial number to this second requisition. This latter requisition is the 24th of the year prepared by the

department; therefore, "0224" is the proper entry for card columns 40 through 43.

DOCUMENT NUMBER   **DOCUMENT NUMBER**

N6832202250223   N6832202250224

Candlelighter   Consumables

        Serial Number

The completed document number entry (SERVICE, REQUISITIONER, DATE, and SERIAL) for this SERVMART requisition is shown below.

Data Blocks L - V
(REMARKS)

A total cost limitation and the signature of the person receiving the material must be entered in the "REMARKS" section for SERVMART requisitions. RP2 A. L. Ship prepared this requisition and estimated that the total cost of the supplies would be approximately $25.

Figure II-2-16 shows some of the important "Do's of MILSTRIP requisitioning." Regardless of whether an ecclesiastical item is being ordered or a SERVMART "run" is being made, the RP should ensure that the DD Form 1348 is properly filled out. Remember, the storekeeper in the supply department will provide assistance upon request. It is imperative that the RP utilize this source of information when ecclesiastical items are being procured.

INVENTORY FUNCTIONS

The term "inventory" is defined as either the quantity of stock on hand for which stock records are maintained; or, the function whereby material on hand is physically inspected and counted, and stock records are reconciled accordingly. The RP plays a vital part in accounting for supplies and material once they have been procured. However, advisory assistance for inventorying the material in the custody of the office of the chaplain should always be, obtained from the personnel in the supply department.

The next few sections will be devoted to defining certain inventory terms; and, to explaining some of the requirements and procedures for conducting an inventory of supplies and material.

EQUIPAGE

Equipage is a term applied to items that are not consumed in use, and are usually of greater value and have a longer life than supplies. There are two types of equipage: controlled equipage and other equipage.

Controlled Equipage

Controlled equipage consists of items which require increased management control due to high cost, vulnerability to pilferage, or importance to the command's mission. Tape recorders, calculating machines, and typewriters, either manual or electric, are a few examples of controlled equipage. The personnel in the supply department maintain a master list, by department, of all controlled equipage for each command. The RP should keep accurate records to ensure that the controlled equipage maintained in the office of the chaplain matches the master list maintained in the supply department. This can be accomplished through the maintenance of an index card file system or by other similar methods. Figure II-2-17 illustrates an example of the index card method of accounting for controlled equipage. The RP should check all the items of controlled equipage in the index card file for the Command Religious Program with the master list maintained in the supply department to ensure that these two lists reflect the same information.

Other Equipage

Other equipage consists of items which are not controlled and are procured in the same manner as other operating space items (consumable supplies). Requests for other equipage items are submitted directly to the supply activity as in the case of the "Candlelighter and Snuffer" which was ordered from the Defense General Supply Center, Richmond, Virginia.

THE DO'S OF MILSTRIP REQUISITIONING

BECOME FAMILIAR WITH MILSTRIP FORMS, FORMATS, AND CODES

USE A BALLPOINT PEN OR TYPEWRITER TO PREPARE MILSTRIP DOCUMENTS

ENSURE LEGIBILITY OF ALL COPIES OF MILSTRIP DOCUMENTS

ASSIGN DOCUMENT NUMBERS TO REFLECT DATES ON WHICH REQUISI-
TIONS ARE ACTUALLY SUBMITTED (TRANSMITTED) TO THE SUPPLY
SOURCE

ADHERE TO THE UNIFORM PRIORITY SYSTEM WHEN ASSIGNING PRIORITY
DESIGNATORS

ENSURE THAT THE ROUTING IDENTIFIER CODE COINCIDES WITH THE
ADDRESS IN DATA BLOCK A

CONSULT THE COMMAND CHAPLAIN BEFORE ASSIGNING A DEMAND CODE
FOR ECCLESIASTICAL ITEMS

OBTAIN ASSISTANCE FROM THE STOREKEEPER IN THE SUPPLY DEPART-
MENT WHENEVER NECESSARY

DON'T FORGET

1. ASSIGN THE RIGHT CODES
2. PUT THEM IN THE RIGHT SPACES
3. MAKE THE RIGHT INTERPRETATIONS...

Figure II-2-16.—Reminders for Proper Usage of MILSTRIP Requisitioning.

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┌─────────────────────────────────────────────────────────┐
│                                                         │
│            NETPDC  Pensacola,  FL  32509                │
│                                                         │
│            Controlled  Equipage  Card                   │
│                                                         │
│   Organization:          Command  Religious             │
│                          Program  (CH)                  │
│   Item:                  IBM Selectric II Electric      │
│                          Typewriter                     │
│   Serial Number:         2225850                        │
│   Minor  Property                                       │
│    Number  (USN):        68322/000444                   │
│   Received:              12 December 1979               │
│   By:                    RPC M. R. Smithers             │
│                                                         │
└─────────────────────────────────────────────────────────┘
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┌─────────────────────────────────────────────────────────┐
│                                                         │
│            NETPDC  Pensacola,  FL  32509                │
│                                                         │
│            Controlled  Equipage  Card                   │
│                                                         │
│   Organization:          Command  Religious             │
│                          Program  (CH)                  │
│   Item:                  Accurate  Brothers             │
│                          Calculating  Machine           │
│   Serial Number:         825358                         │
│   Minor  Property                                       │
│    Number  (USN):        68322/000447                   │
│   Received:               18 January 1980               │
│   By:                    RPC M. R. Smithers             │
│                                                         │
└─────────────────────────────────────────────────────────┘
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Figure II-2-17.—Index Card Method of Accounting for Controlled Equipage.

CONDUCTING THE INVENTORY

Inventory schedules are prepared for a full year by the supply officer prior to the commencement of each fiscal year. The command chaplain and RP should know well in advance when an inventory of supplies and equipage will be conducted in their spaces. Prior to the scheduled date of the inventory, the RP should check to see that all of the controlled equipage in the office of the chaplain is accounted for prior to the actual inventory. Also, consumable supplies should be neatly arranged to expedite the counting of items.

The key to an efficient inventory is to be prepared in advance. This advanced planning enables the command chaplain and RP, working with the personnel in the supply department, to ensure that the office of the chaplain meets the Navy's established inventory requirements.

SUMMARY

This chapter contained information on the Navy's supply system and specific procedures and guidelines on how this system is used. Many important supply terms were introduced which RPs should know in order to perform their tasks in support of the Command Religious Program (CRP). Numerous supply publications were explained as well as MILSTRIP requisitioning procedures on a DD Form 1348. Finally, inventory guidelines were covered to show the importance of this highly important function in the supply system.

The next chapter will be devoted to explaining where the Navy gets its money and the part that the CRP plays in obtaining its share of the command's budget.